



## SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT



DO NOT USE FOR

\* Contractor  
vehicle permit

OR

\* Single Day  
Temporary Parking  
Restriction  
Request

### DIRECTIONS

#### Step One:

- If this request involves closing a street  
Contact Lafayette Police – Special Operations Division / 765-807-1272
- If this request involves renting the Big Four Depot - Community Room,  
Riehle Plaza, or John T. Myers Pedestrian Bridge  
Contact Facilities Department for availability / 765-807-1323

#### Step Two:

- Complete and submit this application to Lafayette Clerk's Office  
City Hall, 2<sup>nd</sup> floor, 20 N 6<sup>th</sup> Street, Lafayette, IN / 765-807-1021

### User Information

(Time includes setup + teardown)

Date of Event: Saturday, Sept. 17th, 2022 Time: From: 5:00AM am/pm to: 4:00PM am/pm

Name: 2022 Walk to End Alzheimer's Organization: Alzheimer's Association Greater IN Chapter

Street Address: 50 E 91st Street, Suite #100

City: Indianapolis State: IN Zip Code: 46240

Contact person(s): J<sup>u</sup>lie Moore Phone Number(s): 317.587.2239

Email: j<sup>u</sup>moore@alz.org

Event Description: 2022 Greater Lafayette Walk to End Alzheimer's

Caterer: N/A Caterer's Phone Number: N/A

### This event will utilize the following venues (check all that apply):

☐ Big 4 Depot - Community Room ☒ Riehle Plaza ☒ John T. Myers Bridge

☐ City Right-of-way ☐ City Street ☒ Sidewalk ☐ Other \_\_\_\_\_

### This event will include the following elements (check all that apply):

Estimated Attendance: 500 ☐ Private Trash Hauler (must be removed by 8am following day)

☒ Street/Sidewalk/Right-of-way restriction or closure ☒ Food or Beverages

☒ Restroom Facilities (required for events 4+ hours) ☒ Tents/Canopies

☐ Alcohol (security is required) ☐ Security (required when serving alcohol)

Not sure if you need an A&E Permit? Go to:

☐ Amusement & Entertainment Permit # \_\_\_\_\_ <http://www.in.gov/dhs/2795.htm>

☐ Stage ☐ Fireworks ☐ Outdoor cooker/grill ☐ Other \_\_\_\_\_

**Optional Equipment & Services:**

- ☐ Traffic Control: barricades, **No Parking** signs, water barriers, **Road Closed** Signs \$25
- ☐ City Equipment: Trash totes, picnic tables, other \$25

**Timetable** (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days		42 days	
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

**Application submittal checklist**

- ☒ Application
- ☐ Pre-event meeting (if required)
- ☐ Good Neighbor letter to neighboring properties (**send or deliver to neighbors 7 days prior to Board of Works hearing**)
- ☐ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☐ Receipt – payment made to City of Lafayette
- Damage Deposit: \$ \_\_\_\_\_ (required only when renting Depot)
- Permit Fee: \$ \_\_\_\_\_ (fee waived when renting Depot)
- Rental Fee: \$ \_\_\_\_\_
- Equipment & Services: \$ \_\_\_\_\_ (optional)
- ☐ Certificate of Insurance
- ☐ Amusement & Entertainment Permit # \_\_\_\_\_
- ☐ Not sure if you need an A&E Permit? Want more information? Go to: <http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☐ Traffic Control / Public Safety / Emergency Plan
- ☒ User Agreement
- ☐ Board of Public Works and Safety meeting (if required)



### **USER AGREEMENT:**

**INDEMNIFICATION AND RELEASE.** In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: \_\_\_\_\_

By: Natalie M. Sutton

Printed: Natalie M. Sutton, Executive Director

Date: 02/09/2022

## Greater Indiana Chapter

February 14, 2022

To the City of Lafayette's Board of Works,

The Alzheimer's Association's Greater Indiana Chapter requests the opportunity to host the 2022 Greater Lafayette Walk to End Alzheimer's at Riehle Plaza on Saturday, September 17<sup>th</sup>, 2022. The Walk to End Alzheimer's is the world's largest event to raise awareness and funds for Alzheimer's care, support and research. This inspiring event calls on participants of all ages and abilities to join in the fight.

The Greater Lafayette Walk to End Alzheimer's campaign is one of over 600 walks nationwide raising awareness and support. This year we are excited to announce that we will be walking in person. Our tentative event schedule and Walk plan is as follows:

- Saturday, September 17<sup>th</sup>, 5:00 AM - 3:00 PM
- Setup time: 5:00 – 7:30 AM
- Event registration and check-in: 8:00 AM
- Opening Ceremony: 9:30 AM
- Walk begins: 9:50 AM
- Event tear-down: 12:00 -3:00 PM

The portions of the event that will be held in Riehle Plaza are the event check-in, pre-walk festivities, opening ceremony, and the close of the walk. Our tentative Walk route leads participants from Riehle Plaza, across the Pedestrian Bridge, and into Tapawingo Park following the Wabash Heritage Trail. We have booked the Walk course route with the West Lafayette Parks Department and Police Department. No street or sidewalk closures are necessary in the City of Lafayette.

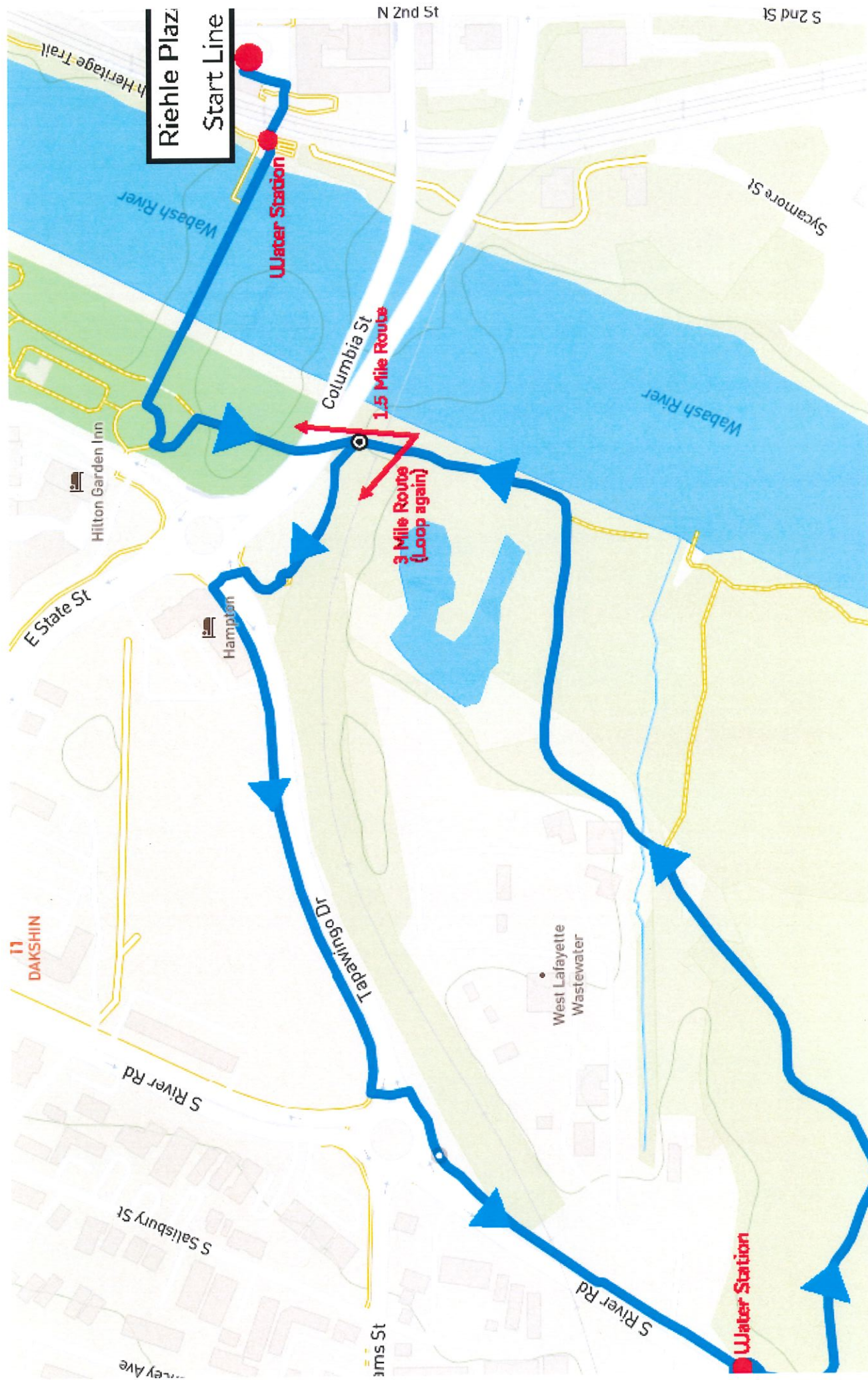
I welcome the opportunity to discuss our approach to 2022 Walk and am happy to answer any questions the Board may have.

Best,



Julie Moore  
Senior Director, Walk to End Alzheimer's  
Alzheimer's Association Greater Indiana Chapter  
(317) 587-2239  
[jumoore@alz.org](mailto:jumoore@alz.org)









# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/15/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Lamb, Little & Co 1101 Perimeter Drive Suite 500 Schaumburg IL 60173	<b>CONTACT NAME:</b> Sandy Crespin	<b>FAX (A/C, No):</b> 847-398-7077	
	<b>PHONE (A/C, No, Ext):</b> 847-719-7877	<b>E-MAIL ADDRESS:</b> screspin@lamlittle.com	
<b>INSURED</b> Alzheimer's Disease & Related Disorders Association, Inc. 225 N. Michigan Ave Ste 1700 Chicago IL 60601	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Philadelphia Indemnity Ins Co		18058
	<b>INSURER B:</b> The Hartford Group		914
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES**

CERTIFICATE NUMBER: 415925647

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Sex Abuse/Molest <input checked="" type="checkbox"/> Soc Serv Prof GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	PHPK2248301	3/11/2022	3/11/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2248301	3/11/2022	3/11/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UM/UIM \$ 1,000,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB759666	3/11/2022	3/11/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	Y	83WEBU6934	3/11/2022	3/11/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	D&O, EPLI PROFESSIONAL LIABILITY			PHSD1614081 PHPK2248301	3/11/2022 3/11/2022	3/11/2023 3/11/2023	D&O \$50/EPLI \$50K RET OCC 1,000,000/AGGR 10,000,000 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Greater Indiana Chapter  
RE: Greater Lafayette IN Walk to End Alzheimer's Event held Sept 17th, 2022 at Riehle Plaza (200 N 2nd St, Lafayette, IN) and Tapawingo Park (100 Tapawingo Drive, West Lafayette, IN)  
City of Lafayette, IN is Additional Insured for operations conducted by the insured. Subject to policy terms and conditions.  
\*\*Bounce Houses and other rebounding devices are excluded from any liability coverage on this policy.

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

City of Lafayette Indiana  
20 N 6th Street  
Lafayette IN 47901

AUTHORIZED REPRESENTATIVE

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<b>INSURED</b> Alzheimer's Disease & Related Disorders Association, Inc. 225 N. Michigan Ave Ste 1700 Chicago IL 60601	<b>E-MAIL ADDRESS:</b> screspin@lamblittle.com	
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	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES****CERTIFICATE NUMBER:** 1740193584**REVISION NUMBER:**

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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Greater Indiana Chapter  
RE: Greater Lafayette Walk to End Alzheimer's Event held Sept 17, 2022 at Tapawingo Park (100 Tapawingo Dr West Lafayette, IN)  
City of West Lafayette/West Lafayette Parks and Recreation Department are Additional Insured for operations conducted by the insured at the event listed.  
Subject to policy terms and conditions.  
\*\*Bounce Houses and other rebounding devices are excluded from any liability coverage on this policy.

**CERTIFICATE HOLDER****CANCELLATION**

City of West Lafayette Indiana  
West Lafayette Parks and Recreation  
1200 N Salisbury St  
West Lafayette IN 47906

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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MISCELLANEOUS PAYMENT RECPT#: 3117038  
City of Lafayette, IN  
20 N 6th St  
Lafayette IN 47901

DATE: 02/28/22      TIME: 11:03  
CLERK: sscott      DEPT:  
CUSTOMER#: 999  
MISC CUSTOMER  
COMMENT: WALK

CHARGES:  
APG1 APPLICATION FEE      25.00  
AMOUNT PAID:      25.00

PAID BY: ALZHEIMER'S ASSOCIAT  
PAYMENT METH: CHECK  
390966

REFERENCE:

AMT TENDERED:      25.00  
AMT APPLIED:      25.00  
CHANGE:      .00